

SANDY CITY
APPROVED CLASS SPECIFICATIONS

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|----|------------------------|-----------------|-----------------------|----------------|
| I. | <u>Position Title:</u> | Legal Secretary | <u>Revision Date:</u> | 8/02 |
| | | | <u>EEO Code:</u> | Admin. Support |
| | | | <u>Status:</u> | Non Exempt |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the City Attorney or Deputy City Attorney, performs highly responsible and technical legal secretarial duties requiring the application of professional judgement and skill.

III. Essential Duties

A. **Civil**

- Performs advanced level secretarial duties.
- Prepares, compiles and processes legal documents, pleadings, ordinances, resolutions, and correspondence, insuring correctness of form and content.
- Maintains legal department files as well as litigation, research, forms, and pleadings files.
- Updates law library.
- Compiles and maintains City ordinances on computer.
- Takes dictation and transcribes.
- Reviews and edits incoming and outgoing material for accuracy.
- Keeps records of assignments given to attorneys and tracks progress.
- Receives and responds to inquiries made by the public.
- Supplies general information and explains departmental policies and procedures.
- Orders, receives, distributes, and maintains office supplies and equipment.
- Drafts correspondence, and some ordinances and resolutions.
- Manages collection service for utility billings under direction of City Attorney, or his designee, by preparing papers.
- Scheduling progress of cases, setting hearings, etc.

B. **Criminal**

- Performs advanced level secretarial duties.
- Compiles and processes legal documents, pleadings, opinions, reports, memoranda, agreements, and correspondence, insuring correctness of form and content.
- Enters new criminal and traffic cases on the computer which have been screened for charges by the prosecutor; this entails entering all information from police reports, including case numbers, defendant information, date and time of incident, charges, witnesses and defense attorney, etc.
- Obtains relevant records from state and local agencies such as police reports, driving history records, BCI, and analysis reports.
- Responds to discovery requests.
- Subpoenas witnesses for trial.
- Prepares jury instructions.
- Prepares continuances, dismissals, motions, and orders, and correspondence for bail forfeiture hearings.
- Requests follow-up information.
- Coordinates officer schedules with court appearances.
- Verifies court calendars with Clerk of Court.
- Tracks all new cases on follow-up for diversions, pleas in abeyance, etc.
- Reviews and edits incoming and outgoing material for accuracy.

- Receives and responds to inquiries by the public.
- Supplies general information and explains departmental policies and procedures.
- Drafts correspondence.
- Schedules progress of cases, setting hearings, etc.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: One year of at least high school secretarial office training.

Experience: Four years legal secretarial work in an attorney's office.

Knowledge of: Criminal and civil court processes; functions of governmental offices and agencies; legal documents and research materials; English usage; basic writing skills, spelling, and vocabulary.

Responsibility for: Drafting documents and provisions for City departments and must take basic requests by departments and translate into legal terminology with sufficient clarity to clearly describe the duties of each party to withstand court challenges; moderate responsibility for the care, condition, and use of materials, equipment, money, and for making decisions that affect the activities of others in the department and City.

Communication Skills: Ability to effectively counsel, persuade, and inform others regarding city operations, policies and needs; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Type 75 wpm; regular computer use is required with ability to operate mainframe system and word processing software; regular use of a telephone system, shredder, and copier; occasional use of copier and fax machine.

Analytical Ability: Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; effectively order work, plan and complete assignments under deadlines, and facilitate the completion of assignments of others; take dictation at 80 words per minute; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to frequent exposure to stressful situations, deadlines, and the need for accuracy of work and human behavior; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is referred to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.